



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06 – 35

OPEN TO:
(See definitions
on last page)

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION: **MANAGEMENT SERVICES COORDINATOR**
American Embassy, Rome
FSN-9: FP-5*

OPENING DATE: September 22, 2006

CLOSING DATE: October 6, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: \$ 39,448 gross p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)

*Ordinarily Resident: Euro 39,748 gross p.a. (Starting salary)
(Position Grade: FSN-9)

NOTE: With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits (if Ordinarily Resident) or work permits (if Not Ordinarily Resident) before being able to apply for local positions in Italy.

The American Embassy in Rome is seeking candidates for a position as “**Management Services Coordinator**” in the Management section, available immediately.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

Under the supervision of the Management Officer and the general guidance of the Minister-Counselor for Management Affairs, the incumbent of this position performs a wide range of duties and responsibilities to enhance the capabilities and functionality of the Management section and help achieve its objectives. Main duties include but are not limited to:

Special Projects Management:

- Prepare action plans, reports and a variety of documents covering the full range of management operations (general services, financial management, human resources, etc), with subjects ranging from internal interest to outside administrative issues. In doing so, research, investigate and compile information obtained from multiples sources; thoroughly examine all aspects of problems/issues involved, propose solutions and implement ideas.

- Act as coordinator of Management section's input into major Embassy events. Is also responsible of managing section's own events such as representational luncheons, holiday receptions, conferences. Likewise, assist the Management Officer and the Minister-Counselor in the control of major visits and events (i.e. presidential visits), acting as management or hotel coordinator.
- Manage the official travel and purchase card programs for the three diplomatic Missions and the Consulates in Italy.

Programs Management

- Administer the State Department's American Overseas School Program in Rome. Responsible for liaising with locally-based international schools and is the point of contact for all matters related to school financial assistance and grants.
- Assist the Management Officer in liaising and working with Commissary manager and in handling Commissary operations.
- Assist the Management Officer in overseeing the license agreement for the operation of the in-house snack-bar. Negotiate, conduct discussions and advise re issues of health, hygiene, security, food quality, etc.
- Serve as the main information source for the Mission on the Official Gift Policy and Invitational Travel Program, thus undertaking ad-hoc researches and providing interpretation of rules and regulations on receiving gifts and on Invitational Travel conducted by the Chief of Mission and other officials.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion.

Education: High School diploma or equivalent.

Prior Work

Experience : At least five years of experience in a responsible administrative or consulting role requiring the ability to master difficult programs and projects.

Language: English requirement: Level IV (fluent), both written and spoken.
Italian requirement: Level IV (fluent), both written and spoken.

Knowledge: Knowledge of local customs and practices. Also familiarity with recent Management Theory and Organizational Development models.

Abilities

and Skills: Excellent computer skills: proven ability in the use of database, word-processing, spread-sheet and desktop publishing software and familiarity with management analysis techniques using related software applications.
Excellent drafting skills, in both English and Italian. Strong analytical skills using a variety of statistical data collected from various sources.
Ability to work independently and hence conceptualize, plan, design, test and implement projects. Excellent interpersonal skills in dealing with the public.
Ability to appraise a situation rationally and produce a reasoned resolution.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates must submit the following application package. **Unless otherwise specified, the application language is English.**

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - For all - Indication of nationality (also dual nationalities) and address of residence.
 - For all non-Italian citizens - Evidence of authorization to work in Italy (**a copy of the *permesso di soggiorno* must be attached**).
 - For U.S. citizens - Social Security Number
- U.S. Veterans **claiming preference must clearly indicate this in their cover letter and must provide a copy of Form DD-214** (Certificate of Release or Discharge from Active Duty) with their application.
- **Please note that supporting documents showing evidence of the information given in the application may be requested at a later stage.**

Application packages that are inadequate or incomplete will not be considered.

N.B. Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

MAIL APPLICATION TO

Embassy of the USA
Office of Human Resources/Attn. Recruitment
Via Veneto 119/A
00187 Rome, Italy
FAX: (06) 4674-2649

Please note that the Mission does not accept applications by hand, by e-mail or courier service.

Applications can be sent either via fax or regular/priority mail.

We are sorry but we cannot acknowledge receipt of faxes.

No applications will be accepted after the deadline.

Closing date for this position is: October 6, 2006

An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.	<i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.